REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
ACTION
2 MAJOR SUBDIVISION
OFFICE OF MANAGEMENT & BUDGET
3 MINOR SUBDIVISION
ADMINISTRATIVE & MANAGEMENT SERVICES
4 NAME OF PERSON WITH WHOM TO CONFER
EVELYN D. GRIMES
5 TELEPHONE
606-5246

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required, ☐ is attached, or ☐ has been requested

DATE 10/1/93 SIGNATURE OF AGENCY REPRESENTATIVE
Evelyn D. Grimes

7 ITEM NO 9 GRS OR SUPERSEDED JOB CITATION
8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
9 ACTION TAKEN (NARA USE ONLY)

See Attached Sheet

Copies sent to NCF, NIA, Agency
7/1/94

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228
1. Program Evaluations

Files consisting of completed surveys and questionnaires, working papers including raw data and field notes, answer key codebooks and final reports.

Disposition:


b. Completed surveys, questionnaires, working papers an code books. Disposition: Cut-off annually and retire to FRC. Destroy 5 years after cut-off.

2. Civil Rights Policy Statements

Policy statements issued annually by the Director or other top management officials on support of nondiscrimination in agency practices, including employment.

Disposition:

a. Office of record. Permanent. Cut-off annually. Transfer to the National Archives in 5 year blocks when oldest record is 10 years old.

b. All other offices. Temporary. Destroy when superseded, obsolete or no longer needed.